



## STATUS REPORT FOR COMPLETING FOSTER FAMILY HOME ANNUAL REVIEW

State Form 53230 (7-07) / CW 2321  
DEPARTMENT OF CHILD SERVICES

Your foster family home will be due for an Annual Review on \_\_\_\_\_  
(month, day, year). The items checked below are required  
documentation that we have not yet received and that reflect the status of your license.

NOTE: If you have questions about this notice or need assistance, **please contact your licensing worker.**

### THE FOLLOWING ACTIONS ARE REQUIRED TO COMPLETE YOUR ANNUAL REVIEW

Complete the following items and submit to your licensing worker:

#### HOME STUDY

- ☐ On-site home visit
- ☐ SF 53186 / CW 3417, Foster Family Home Physical Environment Checklist
- ☐ Approval of well water analysis, if applicable
- ☐ SF 47344 / CW 0015, Substitute Care Agreement

#### TRAINING

- ☐ Required annual in-service training hours completed \*

#### CRIMINAL HISTORY BACKGROUND CHECKS

- ☐ SF 53259 / CW 3610, Application for Criminal History Background Check
- ☐ SF 46151 / CW 0025, Applicant's Statement of Attestation
- ☐ SF 52802 / CW 2128, Request for Child Protection (CPS) History Check for all household members, regardless of age

\* NOTE: Ten (10) hours of in-service training are required annually for a foster family home. Twenty (20) hours of in-service training are required annually for homes that care for children with special needs or require therapeutic care.

#### REPORTS ATTACHED

#### ADDITIONAL COMMENTS & INFORMATION

If the items checked above are not completed by \_\_\_\_\_  
(month, day, year),  
we will initiate action toward your license.

**DISTRIBUTION:** Hard copy: White - Foster Family Home; Canary - Local DCS office or LCPA  
Electronic copy: Copy 1 - Foster Family Home; Copy 2 - Local DCS office or LCPA